



**MUSKEGON BOARD OF CIVIL SERVICE COMMISSIONERS**  
**Regular Meeting Minutes**  
**Thursday, July 2, 2009**  
**4:00 P.M., City Hall Room 103**

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**I. CALL TO ORDER**

The meeting was called to order by President David Newsome at 4:39 p.m. Also in attendance were Vice President Shontea Jenkins and Civil Service Personnel Director Karen Scholle. Commissioner Roger Brink was absent excused.

**II. MINUTES**

With no corrections to the proposed minutes of the minutes from the June 4, 2009 regular Civil Service Commission meeting, the following action took place.

**Motion by Vice President Jenkins, support by President Newsome, to accept and adopt the minutes of the June 4,, 2009, regular Civil Service Commission meeting as presented.**

**VOTE: President Newsome, yes; Vice President Jenkins, yes.**  
**Motion passes.**

**III. ACTION AGENDA**

**A. Revised Family and Medical Leave Act (FMLA) Policy**

Following very brief discussion regarding the revised FMLA policy and its major change of paid time off running concurrently with FMLA leave in addition to the mandatory federal changes, the following action occurred.

**Motion by Vice President Jenkins, support by President Newsome, to receive and adopt the revised FMLA policy as stated.**

**VOTE: President Newsome, yes; Vice President Jenkins, yes.**  
**Motion passes.**

**B. Revised Harassment Policy**

Pursuant to the director's brief explanation that the essential revision in the Harassment Policy is a better defined formal complaint process, the Commission took the following action.

**Motion by Vice President Jenkins, support by President Newsome, to receive and adopt the revised Harassment Policy.**

**VOTE: President Newsome, yes; Vice President Jenkins, yes.**  
**Motion passes.**

**C. Revised Water Plant Operator Job Description**

Following the director's summary of the change in job requirements, the Commission took the following action.

**Motion by Vice President Jenkins, support by President Newsome, to receive and adopt the revised job description for Water Plant Operator.**

**VOTE: President Newsome, yes; Vice President Jenkins, yes.  
Motion passes.**

Additionally, the director indicated correspondence with a copy of the revised job description will be sent to SEIU Local 517M Unit 2 President Dave Harvey.

**D. Customer Service Representative I Applications**

The director led discussion on this matter by advising the Commission of the layoff of two employees with status as Customer Service Representative I effective July 1, 2009, one a full-time employee and one a part-time employee, as well as drawing attention to the City's 137 CSR I applications on file, with the purpose to raise the question to the Commission regarding their outlook as to whether or not to continue to accept additional CSR I applications. Following brief discussion concerning recall rights of laid-off employees, the Commission took the following action.

**Motion by Vice President Jenkins, support by President Newsome, to case receiving Customer Service Representative I employment applications.**

**VOTE: President Newsome, yes; Vice President Jenkins, yes.  
Motion passes.**

**E. Layoff Procedure**

After discussion regarding the desirability of obtaining a legal opinion on this matter, which the director will pursue, the Commission took the following action.

**Motion by President Newsome, support by Vice President Jenkins, to table this matter until the August 6, 2009, regular Civil Service Commission meeting.**

**VOTE: President Newsome, yes; Vice President Jenkins, yes.  
Motion passes.**

**IV. CIVIL SERVICE PERSONNEL DIRECTOR'S REPORT**

**A. Office Operations**

The director advised the Commission on the vast progress of the personnel records file purging project well underway, with special thanks to Civil Service Intern Melissa Hawley. Electronic record storage of existing is Phase 2 of the project and hopes are to begin this soon.

**B. City Reductions in Staff**

Staff completed this mission in a timely manner for its July 1, 2009 implementation. In all, four City employees went to layoff status, one full-time employee from SEIU Local 517M Unit 2, one full-time and one part-time employee from SEIU Local 517M Unit 1, and one full-time unrepresented employee. Two full-time employees exercised bumping options.

**C. WIA Workers**

In cooperation with the White Lake, Orchard View, and Peck Street Michigan Works! offices, the City is benefitting from the Workforce Investment Act funding with six workers placed at DPW, twenty-one with Leisure Services, one with Inspections, one with the Clerk's office, and one starting with the Information Technology Department in July. Staff remains hopeful for a building maintenance placement yet this summer.

**V. STATUS OF RECRUITMENTS**

- A. City Part-time/Limited Positions 2009:** Applications continue to come in for Senior Transit Worker and School Crossing Guard.

- B. Customer Service Representative I 2008-09: There are 137 applications on file.
- C. Beacon Services Contractual Seasonals: Hiring for the summer positions is complete; occasional replacement hiring may occur if needed.
- D. Equipment Operator: A promotional posting for a SEIU 517M Unit 2 Equipment Operator in Public Works/Cemetery Department expires on July 1, 2009 at 5:00 p.m.
- E. Mechanic: One requisition is on hold per DPW management.
- F. Police Officer 2008-2009: There are 49 applications on file.

## VI. APPOINTMENTS

### A. New Appointments:

#### Part-time or Seasonal Employees:

David Kurtz, Senior Transit Worker, 6/22/09

Nola Coleman, Julia Hackley Intern, City Clerk's Office, 6/29/2009

Melissa Hawley, Julia Hackley Intern, Civil Service Office, 6/15/2009

Pierre Montel, Julia Hackley Intern, Community & Neighborhood Services, 6/15/2009

### B. Promotions:

#### Permanent Employees

#### Part-time or Seasonal Employees:

### C. Transfers:

### D. Temporary Assignments:

### E. Other:

## VII. SEPARATIONS

### A. Resignations:

#### Permanent Employees

#### Part-time or Seasonal Employees:

### B. Other

#### Retirements:

## VIII. OTHER PERSONNEL ACTIONS

### A. Demotions:

**Brian Davis** from Fire Lieutenant to Fire Fighter, 5/3/2009

**James Diffell** from Fire Lieutenant to Fire Fighter, 5/3/2009

**Scott Hemmelsbach** from Fire Inspector to Fire Fighter, 5/3/2009

## IX. OTHER

### A. Certificates of Training Excellence:

Water Plant Operator **Steven Mooney** passed certification as a Waterworks System Operator Class F-2 from the State of MI DEQ Environmental Science and Services Division.

### B. Letters of Appreciation:

## X. OLD BUSINESS:

## XI. OTHER BUSINESS

### A. Temporary Staffing Services

Clerks	\$ 364.80	(06/01/09-06/05/09)
CNS	\$1,139.59	(06/01/09-06/05/09)
Engineering	\$ 514.80	(06/01/09-06/05/09)
Clerks	\$ 371.31	(06/08/09-06/12/09)
CNS	\$1,143.16	(06/08/09-06/12/09)
Engineering	\$ 514.80	(06/08/09-06/12/09)
Clerks	\$ 384.34	(06/15/09-06/19/09)
CNS	\$1,114.44	(06/15/09-06/19/09)
Engineering	\$ 514.80	(06/15/09-06/19/09)

**TOTAL \$6,061.95**

## **B. Public Comments**

## **XII. ADJOURNMENT**

With no further business to attend to, the meeting adjourned at 5:13 p.m.

Submitted by,

Karen A. Scholle, Civil Service Personnel Director

## **AMERICAN DISABILITY ACT POLICY FOR ACCESS TO OPEN MEETING OF THE CITY COMMISSION AND ANY OF ITS COMMITTEES OR SUBCOMMITTEES**

The City of Muskegon will provide necessary reasonable auxiliary aids and services, such as signers for the hearing impaired and audio tapes of printed materials being considered at the meeting, to individuals with disabilities who want to attend the meeting, upon twenty-four hour notice to the City of Muskegon. Individuals with disabilities requiring auxiliary aids or services should contact the City of Muskegon by writing or calling the following:

Ann Marie Becker, City Clerk  
933 Terrace Street  
Muskegon, MI 49440  
(231) 724-6705

(07 09 CSC Minutes)